

100-443887-100

[illegible]

1970 By: 028

REFERENCE: Memo from Addressees dated 17 Nov 55, same subject.

2. Question a: If a reduction of 10% were directed in the Office of Personnel (exclusive of Career Development positions and Interim Assignment Section), it would be necessary to eliminate certain functions and to reduce the scope and pace of certain programs. Specifically, we could accomplish such a reduction by the following actions, subject to approval of the functional changes involved:

25X9A2

25X9A2

Approved For Release 2001/06/09 : CIA-RDP60-00213A000100030060-6

Personnel does not include fractional savings across the board in substantial reduction of Selection Board and Panel meetings and present reviews by the Offices of the Inspector General, Security, Comptroller, etc.)

c. Elimination of the Special Support Assistant (Personnel) staff with liaison responsibilities dispersed to the appropriate operating elements of this Office would result in a reduction of positions [REDACTED] 25X9A2

25X9A2

Further reductions could be realized by centralizing career development activities either in this Office or in the Office of Training. Also, a further reduction in the Office of Personnel could be anticipated if and when a 10% reduction in the Agency were completed; this would be primarily in the action processing phases of the Records and Services Division.

3. Question b: The Management Staff is presently working with this Office in a study of Agency personnel procedures. Without attempting to predict the findings of this study, it appears likely that recordkeeping functions are already duplicated unnecessarily. Potentially, there is duplication in other areas of personnel management but positive evidence has not been established to identify specific items.

4. Question c: Present staffing allowances of the Insurance and Casualty Division, Position Evaluation Division, and Personnel Procurement Division are below the Tables of Organization based on current work requirements which were approved following a detailed study by the Management Staff. ICD is operating with [REDACTED] people less than required, PED with [REDACTED] less, and PPD with [REDACTED] less. As a result, these Divisions are already unable to carry out their present functions at the scope and/or pace considered necessary. In the Insurance and Casualty Division, this is reflected in the time required to process benefit claims and in an increasing backlog of staff work in the Casualty Affairs Branch. In the Position Evaluation Division, the shortage is reflected in the amount of time expended on individual cases which could be saved if position and qualification standards development proceeded at a faster pace. In the Personnel Procurement Division, it is being reflected in a cumulative loss of ground in pipeline replacements for attrition. Unless additional full-time recruiters can be assigned to PPD, this situation will become so serious that we must consider ways and means of detailing personnel from other Division to PPD with corresponding losses in production and service in these other elements.

25X9A2

25X9A2

25X9A2

5. The question contained in paragraph 2 of referenced memorandum is answered in part by paragraph 4 above. In addition, we have neglected, except on a sporadic basis, program review and evaluation studies necessary to determine whether present policies and procedures are adequate to the Agency's needs. In particular, we have been unable, except on a crash basis, to service overseas installations through personal visits. Otherwise, we

believe that necessary functions are now being performed although some desirable refinements are not present.

25X1A9a



Harrison G. Reynolds
Director of Personnel